

Program: Epidemiology

Policy: Front Desk Procedures

Procedure: Front Desk Support

- Program Assistant will record any information regarding a communicable disease on either the computer form or the field form.
 - a) Reporting person or agency's name.
 - b) Reported persons name, address, sex, birth date, age, phone number, diagnosis, physician, occupation and employer.
 - c) Note whether the person is in a daycare or school setting or is a food handler.
- If a report is from a lab, have them FAX the report to the office.
- If a clinic RN is in office that day, the information will be relayed to her - also to the sanitarian if applicable (salmonella, shigella, campylobacter, E Coli, giardia, possible food poisoning).
- RN or Sanitarian will handle things from here and notify proper authorities.
- EMERGENCIES- (Anthrax, measles, mumps, cholera, plague, botulism, paralytic shellfish poisoning, poliomyelitis, diphtheria, rabies, etc.) If no RN or Sanitarian is available in the office for emergencies contact the Director and/or Health Officer (Dr. Spitters) and let them know ASAP what is happening.
- Suspected exposure to rabies should be reported to Sanitarian or RN.
- These charts are red flagged somehow and kept in a place to alert staff.